

UNITED STATES DISTRICT COURT
Northern District of California
CLERK'S OFFICE ADMINISTRATION DEPARTMENT
450 GOLDEN GATE AVENUE
SAN FRANCISCO, CA 94102

ANITA M. BOCK
Chief Deputy of Administration

REQUEST FOR QUOTATION

This is a Request for Quote (RFQ) for OPEN MARKET PRICING to provide jury continental breakfast on a need to order type structure. An award will be made on the basis of the lowest per person priced technically acceptable quote; total anticipated expenditure is not guaranteed and may be in the range of \$2,500.00 - \$10,000.00.

Request Date: February 8, 2012
Question Closing Date: February 7, 2012
Request Closing: 4:00 p.m. (PST) on February 8, 2012
RFQ Number: USDC-CAND- Continental Breakfast -2012-02

Special Notes and Instructions

1. This is a request by the United States District Court, Northern District of California (the "Court") for Open Market Pricing. All items should be quoted F.O.B destination.
2. Source selection will be made on a 'lowest price / technically acceptable' per person cost.
3. All questions or clarifications must be submitted by 1:00 p.m. (PST) on February 7, 2012 to the court representative listed in item 4.
4. **Quotes must be emailed to the below listed court representative at the listed address no later than 1:00 p.m. on the Requested Closing February 8, 2012:**

Carlos Obando, IT Budget & Procurement Technician
U.S District Court | Northern District of California
450 Golden Gate Avenue
Room 16-5230
San Francisco, CA 94102
Carlos_obando@cand.uscourts.gov

5. For this procurement, the Court suggests the following factors be submitted in the final proposal:
 - a) Cancellation policy-the Court mandates a 12 hour cancellation policy
 - b) Delivery policy
 - c) Delivery cost if under 12 hours (if applicable)
 - d) Price per person cost

STATEMENT OF WORK

1. INTRODUCTION

Continental breakfast meals are provided to our juries during a trial at the expense of the Court.

2. PURPOSE

All individuals reporting for jury duty, including perspective jurors, may be provided coffee, tea, soft drinks, donuts, sweet rolls and other light refreshments.

3. SCOPE

The vendor will provide a quality continental breakfast with a minimum of the items listed under number 6 of the special notes and instructions.

Vendor will deliver continental breakfast items to 280 South First Street, San Jose, CA.

Vendor should have ample staff to accommodate a potential heavy influx of continental breakfast orders or order changes. Vendor should confirm all requests and orders within half hour to one hour timeframe.

Vendor will deliver continental breakfast items on time and to the correct location as listed on the Court provided order form.

Vendor will provide all condiments, cups, utensils, napkins and thermal coffee/tea carafes.

4. SPECIAL REQUIREMENTS

All delivery personnel must carry a valid government form of ID to enter the Robert F. Peckham Federal building at 280 South First Street, San Jose, CA.

5. LOCATION OF PERFORMANCE

**United States District Court | Northern District of California
Robert F. Peckham Federal Building
280 South First Street
San Jose, CA 95113**

6. CONTRACTOR FURNISHED MATERIAL

Vendor will provide all condiments, cups, utensils, napkins and thermal coffee/tea carafes.

7. SOURCES OF INFORMATION AND DATA

The court contracting officer is:

Helene McVanner

Helene_Mcvanner@cand.uscourts.gov

415-522-2095

The court procurement technician is:

Carlos Obando

Carlos_Obando@cand.uscourts.gov

415-522-2081

Judiciary Purchase Order Terms and Conditions are attached.

JUDICIARY PURCHASE ORDER TERMS AND CONDITIONS

PURCHASE ORDER TERMS AND CONDITIONS Provisions and Clauses

1) **Clause B-5 Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

2) The following clauses are included by reference:

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2011)

3) **Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)**

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):* _____

- ☐ TIN has been applied for.
- ☐ TIN is not required, because:
- ☐ Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- ☐ Offeror is an agency or instrumentality of a foreign government;
- ☐ Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- ☐ sole proprietorship;
- ☐ partnership;
- ☐ corporate entity (not tax-exempt);
- ☐ corporate entity (tax-exempt);
- ☐ government entity (federal, state or local);
- ☐ foreign government;
- ☐ international organization per 26 CFR 1.6049-4;
- ☐ other _____.

(f)

Contractor representations.

The offeror represents as part of its offer that it is ☐ , is not, ☐ 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- ☐ Women Owned Business
- ☐ Minority Owned Business (if selected, then one sub-type is required)
 - ☐ Black American
 - ☐ Hispanic American
 - ☐ Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - ☐ Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - ☐ Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, , the Maldives Islands, or Nepal)
 - ☐ Individual/concern, other than one of the preceding.

(end)

(The contracting officer will attach any other applicable standard judiciary provisions or clauses. The contracting officer will not include provisions or clauses which are already in the Clause 3-3. CO Note: Before including additional provisions or clauses refer to the Guide, Volume 14, [Appendix 1C](#) to determine, if the provision or clause can be included by reference or must be included in full text. If additional provisions are included by reference, then B-1 also must be included.)